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| <b>DEPARTMENT OF GENERAL SERVICES<br/>RECORDS MANAGEMENT DIVISION<br/>RECORDS RETENTION AND DISPOSAL SCHEDULE</b>  |  | <b>Schedule No.:</b> 2490   |
| <b>Agency:</b><br><br>Maryland Department of Agriculture   |  | <b>Division/Unit:</b><br>Executive Direction<br>Attorney General's Office   |
| <b>Item No.</b>  | <b>Description</b><br><br>Supersedes Schedule 1693   | <b>Retention</b>  |
| 1  | <b>Sections within the Department of Agriculture</b><br><br>Contains correspondence & violations of each section within the Department, such as Weights & Measures, Pesticide Regulation, Turf & Seed, Resource Conservation, etc.                                   | Retain in office for two years, then transfer to State Records Center for three (3) years and destroy.  |
| 2  | <b>Boards and Commissions</b><br><br>Contains general correspondence and violations for all boards & commissions under the Department, such as State Board of Veterinary Medical Examiners, Tobacco Authority, Fair Board, Inspection of Horse Riding Stables, etc.  | Retain in office for two (2) years, then transfer to State Records Center for three (3) years and destroy.  |
| 3  | <b>General Correspondence, Letters of Advice &amp; Opinions</b><br><br>Alphabetical arrangement of original incoming and copies of outgoing letters, inter-office memos, Attorney General's office correspondence, letters of advice, and Attorney General opinions. | Screen and retain permanently directives and other material, including minutes, relating to planning and policy that illustrate the development of the agency for eventual transfer to the State Archives. Retain all other material in office for five (5) years then transfer to State Records Center for three (3) years then destroy. |
| 4  | <b>Maryland Agricultural Land Preservation Foundation</b><br><br>Contains, but is not limited to, correspondence, district agreements, and option contracts arranged alphabetically by landowner name.   | Retain in office for 3 years, then transfer to State Records Center for three (3) years and destroy.  |
| <b>Schedule Approved by Department, Agency, or Division Representative.</b><br><br>Date: <u>2/10/09</u><br>Signature: <u>[Signature]</u><br>Typed Name: Tonia C. Martin<br>Title: Management Associate |  | <b>Schedule Authorized by State Archivist</b><br><br>Date: <u>2 Jun 09</u><br>Signature: <u>[Signature]</u>   |

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| <b>DEPARTMENT OF GENERAL SERVICES</b><br><b>RECORDS MANAGEMENT DIVISION</b><br><b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b><br><b>(Continuation Sheet)</b> |  | <b>Schedule No. 2490</b><br><br>Page 2 of 3   |
| <b>Agency</b><br>Maryland Department of Agriculture  |  | <b>Division/Unit</b><br>Executive Direction/Attorney General's Office   |
| <b>Item No.</b>  | <b>Description</b><br>Supersedes Schedule 1693   | <b>Retention</b>  |
| 5  | State Board of Veterinary Medical Examiners<br><br>Contains but is not limited to correspondence, district agreements and other option contracts arranged alphabetically by landowner name.                                    | Retain in office for three (3) years, then transfer to State Records for three (3) years and destroy.   |
| 6  | Regulations<br><br>Files that contain proposed and final regulation, Maryland Register notice, drafts, correspondence, memos, notes and history or background documents, research, etc. by each section within the Department. | Screen and retain permanently all material which serves to document the origin, functions, development and accomplishments of the agency. Transfer periodically to the State Archives. Retain all other materials in the office for five (5) years then transfer to State Records Center for three (3) years and destroy. |

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**Schedule No. 2490**

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**Agency**

Maryland Department of Agriculture  
Office

**Division/Unit**

Executive Direction/Attorney General's

| Item<br>No. | Description<br>Supersedes Schedule 1693  | Retention   |
|-------------|--|---|
| 7           | <p><b>Litigation</b></p> <p>Contains pleadings, briefs, correspondence, settlements, costs, witness depositions, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc. for all Boards &amp; Commissions under the Department, to include: State Board of Veterinary Medical Examiners, Maryland Horse Industry Board, Fair Board, State Tobacco Authority and the Maryland Agricultural Land Preservation Program.</p> | <p>Screen and retain permanently the following files for periodic transfer to the Maryland State Archives:</p> <ul style="list-style-type: none"> <li>• Cases in the Supreme Court;</li> <li>• Cases when judgments or settlement is in excess of \$1 million;</li> <li>• Class Action suits;</li> <li>• Capital Cases; or</li> <li>• Cases considered to be of archival value for the history of the State of Maryland</li> </ul> <p>Retain all other material in the office for five (5) years after the file is closed, then transfer to the State Records Center for fifteen (15) years then destroy.</p> |

# DEPARTMENT OF GENERAL SERVICES

Records Management Division

## AGENCY RECORDS INVENTORY

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| <b>1. Department:</b><br><br>Department of Agriculture<br>50 Harry S. Truman Parkway, Annapolis, MD 21401  | <b>2. Division:</b> Office of the Secretary<br><br><b>3. Unit:</b> Attorney General's Office   |
| <b>Records Series and Title:</b> (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)<br><br><p style="text-align: center;">Sections within the Department of Agriculture</p>   |  |
| <b>4. Description:</b> (Give a brief description of a typical folder; include content, purpose and form name(s) and number(s).<br><br>Correspondence & violations of each section within the Department, such as: <ul style="list-style-type: none"> <li>▪ Animal Health &amp; Consumer Services;</li> <li>▪ Meat &amp; poultry Inspection;</li> <li>▪ State Chemist;</li> <li>▪ Weights &amp; Measures ;</li> <li>▪ Gypsy Moth;</li> <li>▪ Mosquito Control;</li> <li>▪ Pesticides;</li> <li>▪ Plant protection &amp; Weed Management;</li> <li>▪ Turf &amp; Seed;</li> <li>▪ Forest Pest Management;</li> <li>▪ Resource Conservation Operations;</li> <li>▪ Nutrient Management Program; and</li> <li>▪ Etc.</li> </ul> |  |
| Note: Use a separate inventory sheet for each record series)   |  |
| <b>5. Present Volume on Hand (No. of file drawers):</b><br><u>1 Legal size drawer</u>  | <b>7. Audit Requirements:</b><br>State ( <input checked="" type="checkbox"/> )<br>Federal (    )<br>Independent _____ Internal (    )<br><span style="float: right;">External (    )</span>  |
| <b>6. Estimated Accumulation (Yearly):</b><br><u>1 Legal size drawer</u>   | <b>8. Estimated Activity per file drawer: (Activity Guide-HIGH (used daily); MEDIUM (once/twice monthly; LOW (less than once monthly)</b><br>Current Year <input checked="" type="radio"/> H <input type="radio"/> M <input type="radio"/> L<br>After 1 Yr. <input type="radio"/> H <input checked="" type="radio"/> M <input type="radio"/> L      After what year does activity become LOW: <u>3 years</u> |
| <b>9. Could Record Series be stored in the State Records Center:</b> Yes ( <input checked="" type="checkbox"/> )    No (    )<br><br>When: <u>After 2 years.</u>   | <b>10. Recommended Retention:</b><br><br>Retained in the office for two (2) years; transfer to Records Management Center for three (3) years; then destroy.  |

Inventory prepared by:

Tonia Martin

(Print Name)

Date:

6/23/09

Phone No.: Ext 410841 5880

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Records Management Division

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| <b>1. Department:</b><br><br>Department of Agriculture<br>50 Harry S. Truman Parkway, Annapolis, MD 21401   | <b>2. Division:</b> Office of the Secretary<br><br><b>3. Unit:</b> Attorney General's Office  |
| <b>Records Series and Title:</b> (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)<br><br>Boards & Commissions  |   |
| <b>4. Description:</b> (Give a brief description of a typical folder; include content, purpose and form name(s) and number(s).<br><br>General correspondence and violations for all the boards and commissions under the Department, such as: <ul style="list-style-type: none"><li>▪ Board of Review;</li><li>▪ Fair Board;</li><li>▪ Maryland Horse Board;</li><li>▪ Soil Conservation;</li><li>▪ Tobacco Authority; and</li><li>▪ Etc.</li></ul> |   |
| Note: Use a separate inventory sheet for each record series)  |   |
| <b>5. Present Volume on Hand (No. of file drawers):</b><br><u>1 Legal size drawer</u>   | <b>7. Audit Requirements:</b><br>State ( X )<br>Federal ( )<br>Independent _____ Internal ( )<br>External ( )   |
| <b>6. Estimated Accumulation (Yearly):</b><br><u>1 Legal size drawer</u>  |   |
| <b>8. Estimated Activity per file drawer: (Activity Guide-HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly))</b><br>Current Year H <u>M</u> L<br>After 1 Yr. H <u>M</u> L After what year does activity become LOW: <u>3 years</u>   |   |
| <b>9. Could Record Series be stored in the State Records Center:</b> Yes ( X ) No ( )<br><br>When: <u>After 2 years.</u>  | <b>10. Recommended Retention:</b><br><br>Retained in the office for two (2) years; transfer to Records Management Center for three (3) years; then destroy. |

Inventory prepared by:

Lonia Martin

(Print Name)

Date:

0/03/09

Phone No.:

410 841 5883

## DEPARTMENT OF GENERAL SERVICES

Records Management Division

## AGENCY RECORDS INVENTORY

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|---|--|--|--|
| <b>1. Department:</b><br>Department of Agriculture<br>50 Harry S. Truman Parkway, Annapolis, MD 21401   |  | <b>2. Division:</b> Office of the Secretary  |  |
|   |  | <b>3. Unit:</b> Attorney General's Office  |  |
| <b>Records Series and Title:</b> (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)<br>General Correspondence, Letters of Advice & Opinions  |  |  |  |
| <b>4. Description:</b> (Give a brief description of a typical folder; include content, purpose and form name(s) and number(s).<br>Correspondence & violations of each section within the Department, such as: <ul style="list-style-type: none"><li>General correspondence (in alphabetical order);</li><li>Inter-office correspondence (in chronological order);</li><li>Attorney General's office correspondence (in chronological order);</li><li>Attorney General's opinions (in chronological order);</li><li>and other general correspondence</li></ul> |  |  |  |
| Note: Use a separate inventory sheet for each record series)  |  |  |  |
| <b>5. Present Volume on Hand (No. of file drawers):</b><br><u>1 Legal size drawer</u>   |  | <b>7. Audit Requirements:</b><br>State ( X )<br>Federal ( )<br>Independent _____ Internal ( )<br>External ( )  |  |
| <b>6. Estimated Accumulation (Yearly):</b><br><u>1 Legal size drawer</u>  |  |  |  |
| <b>8. Estimated Activity per file drawer: (Activity Guide-HIGH (used daily); MEDIUM (once/twice monthly; LOW (less than once monthly)</b><br>Current Year H <u>M</u> L<br>After 1 Yr. H <u>M</u> L After what year does activity become LOW: <u>3 years</u>   |  |  |  |
| <b>9. Could Record Series be stored in the State Records Center:</b> Yes ( X ) No ( )<br>When: <u>After 5 years.</u>  |  | <b>10. Recommended Retention:</b><br>Retained in the office for five (5) years; transfer to Records Management Center for three (3) years; then destroy. |  |

Inventory prepared by:

Louisa Martin

(Print Name)

Date:

9/03/09

Phone No.:

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# DEPARTMENT OF GENERAL SERVICES

## Records Management Division

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| <b>1. Department:</b><br><br>Department of Agriculture<br>50 Harry S. Truman Parkway, Annapolis, MD 21401  | <b>2. Division:</b> Office of the Secretary<br><br><b>3. Unit:</b> Attorney General's Office   |
| <b>Records Series and Title:</b> (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)<br><br><p style="text-align: center;">Maryland Agricultural Land Preservation Foundation</p>  |  |
| <b>4. Description:</b> (Give a brief description of a typical folder; include content, purpose and form name(s) and number(s).<br><br>Correspondence & violations of each section within the Department, such as: <ul style="list-style-type: none"> <li>▪ General correspondence (in chronological order);</li> <li>▪ District Agreements (in alphabetical order); and</li> <li>▪ Option Contracts (in alphabetical order by landowner's name)</li> </ul> |  |
| Note: Use a separate inventory sheet for each record series)   |  |
| <b>5. Present Volume on Hand (No. of file drawers):</b><br><u>1 Legal size drawer</u>  | <b>7. Audit Requirements:</b><br>State ( <input checked="" type="checkbox"/> )<br>Federal (    )<br>Independent _____ Internal (    )<br><span style="float: right;">External (    )</span>  |
| <b>6. Estimated Accumulation (Yearly):</b><br><u>1 Legal size drawer</u>   | <b>8. Estimated Activity per file drawer: (Activity Guide-HIGH (used daily); MEDIUM (once/twice monthly; LOW (less than once monthly)</b><br>Current Year    H <input checked="" type="radio"/> M    L<br>After 1 Yr.        H <input checked="" type="radio"/> M    L        After what year does activity become LOW: <u>3 years</u> |
| <b>9. Could Record Series be stored in the State Records Center:</b> Yes ( <input checked="" type="checkbox"/> )        No (    )<br><br>When: <u>After 3 years.</u>   | <b>10. Recommended Retention:</b><br><br>Retained in the office for three (3) years; transfer to Records Management Center for three (3) years; then destroy.  |

Inventory prepared by:

Ionia Martin  
(Print Name)

Date: 06/09

Phone No.: 410 841 5883

# DEPARTMENT OF GENERAL SERVICES

## Records Management Division

### AGENCY RECORDS INVENTORY

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| <b>1. Department:</b><br><br>Department of Agriculture<br>50 Harry S. Truman Parkway, Annapolis, MD 21401  |  | <b>2. Division:</b> Office of the Secretary<br><br><b>3. Unit:</b> Attorney General's Office  |  |
| <b>Records Series and Title:</b> (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)<br><br>State Board of Veterinary Medical Examiners  |  |   |  |
| <b>4. Description:</b> (Give a brief description of a typical folder; include content, purpose and form name(s) and number(s).<br><br>Correspondence & violations of each section within the Department, such as: <ul style="list-style-type: none"> <li>General correspondence;</li> <li>Violations (veterinarians found guilty of violating the Veterinary Practice Act) (in alphabetical order by veterinarian); and</li> <li>etc.</li> </ul> |  |   |  |
| Note: Use a separate inventory sheet for each record series)   |  |   |  |
| <b>5. Present Volume on Hand (No. of file drawers):</b><br><u>1 Legal size drawer</u>  |  | <b>7. Audit Requirements:</b><br>State ( <input checked="" type="checkbox"/> )<br>Federal (    )<br>Independent _____ Internal (    )<br>External (    )      |  |
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| <b>9. Could Record Series be stored in the State Records Center:</b> Yes ( <input checked="" type="checkbox"/> )    No (    )<br><br>When: <u>After 3 years.</u>   |  | <b>10. Recommended Retention:</b><br><br>Retained in the office for three (3) years; transfer to Records Management Center for three (3) years; then destroy. |  |

Inventory prepared by:

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Date: 9/23/09

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# DEPARTMENT OF GENERAL SERVICES

## Records Management Division

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| <b>1. Department:</b><br><br>Department of Agriculture<br>50 Harry S. Truman Parkway, Annapolis, MD 21401  | <b>2. Division:</b> Office of the Secretary<br><br><b>3. Unit:</b> Attorney General's Office   |
| <b>Records Series and Title:</b> (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)<br><br><p style="text-align: center;">Regulations</p>   |  |
| <b>4. Description:</b> (Give a brief description of a typical folder; include content, purpose and form name(s) and number(s).<br><br>Files contain proposed and final regulation, <i>Maryland Register</i> notice, drafts, correspondence, memos, notes, history or background documents, research, etc. by each section within the Department. |  |
| Note: Use a separate inventory sheet for each record series)   |  |
| <b>5. Present Volume on Hand (No. of file drawers):</b><br><u>1 Legal size drawer</u>  | <b>7. Audit Requirements:</b><br>State ( <input checked="" type="checkbox"/> )<br>Federal (    )<br>Independent _____ Internal (    )<br><span style="float: right;">External (    )</span>  |
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| <b>9. Could Record Series be stored in the State Records Center:</b> Yes ( <input checked="" type="checkbox"/> )        No (    )<br><br>When: <u>After 5 years.</u>   | <b>10. Recommended Retention:</b><br><br>Retained in the office for five (5) years; transfer to Records Management Center for three (3) years; then destroy.   |

Inventory prepared by:

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**Records Management Division**

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Date: 3/23/09

**DGS-RM-10/81**